Addressing Workgroup Meeting Minutes
March 1st, 2017

Present:
Mindy Cochran, Flathead County GIS
Nate Holm, Flathead County GIS
Darrell Schwartz, 911 Center
Liz Brooks, 911 Center
Brian Chernish, 911 Center,
Barb Staaland, City of Columbia Falls
Tom Tabler, City of Kalispell

- **Central Ave and Hwy 35:** Darrell said he got Nate's email about re-addressing in that area.
- **LOC field in parcel data:** Mindy stated that she is preparing to delete the LOC field in the parcel data. This is a numeric field which indicates which record line a given tract of land is described on in the county's land system. She is relatively certain no one is using this field from the GIS data, so would like to delete it. She has sent out emails to the potential users she could think of asking if anyone was using the field and there has been no feedback that anyone is using the field, so she will be deleting the field this afternoon.
- **Addresses on Vacant Land:** Nate overviewed a project the county has undertaken to retire some addresses on vacant land that are in the county database with no proof of development or where the address came from. Nate stated the addressing resolution gave authority to rescind addresses, and that it is being done to avoid future re-addressing. Liz commented that from a 911 aspect, that will be really helpful. Nate stated that he has retired 300-400 addresses already, and that he has been notifying the landowners via mail when an address gets retired.
- **2017 Readdressing Project:** Nate commented that he is preparing for the upcoming re-addressing season, and that he has been working with Darrell to identify priority areas.
- **Cleanup on address units:** Nate said he has been working with Darrell to clean up the "unit" field in the GIS address data. Nate wants to map each unit individually and make sure they are spatially in the correct location. He has asked Ron from GIS to field verify some address units. Nate stated that there were some units which he did identify corrections for that were in the City of Kalispell, but that he requested Tom's permission to change the data first. Tom stated he put his stock in the work GIS had done and gave his permission to update the GIS data accordingly.
- **Corner Lot on Liberty St/Meridian:** Darrell stated he (along with Tom) had identified an address that was not in the GIS data and that they needed to/would send that address over to GIS.
- **MT Academy not using official address:** Brian asked about the MT Academy and stated that it had come to light recently that they were not using the official address on record. Darrell stated there was a hyperlink in the 911 system so either address and/ or the common place name should work if there was a 911 call. Nate stated that he put a letter together to notify the landowners of the situation and stating that they need to start to transition to the correct address off Provence Lane instead of Lost Prairie over the course of the next year. Nate stated both addresses are in GIS for now. Brian stated that he was concerned that the Active 911 program won't work for this address. Liz stated that she believes Active 911 uses google or apple maps. Nate stated that there is no teeth behind the resolution to force landowners to use their official address. Liz stressed the importance of documentation to prove that we have contacted/notified the landowners. Nate stated that he does keep copy of letters and archives them.

- **Unit designations:** Barb asked for recommendations for assigning units numbers. She has a building that has commercial properties on the first floor, and residential on the 2nd and 3rd floors. Nate suggested a schema that included a number in the 100's for the first floor, 200's for the 2nd, and 300's for the 3rd floor. Tom stated they didn't have hard rules in the city but that they would follow that schema, and also that residential units were "units" and commercial units were "suites." Everyone agreed it would not be a problem to have units on one floor but suites on another. Darrell insisted however that no numbers be repeated anywhere in the building. Barb usually runs proposed addresses by the fire chief.
- **Zoning GIS data:** Mindy stated that the city of Kalispell and Whitefish have been sending shp files of the entire zoning layer for the cities as per the 2013 city/GIS agreement, and asked if the city of Columbia Falls had any plans for maintaining a GIS city zoning layer in the future. Mindy stated that is was just as easy to draft off the ordinance than trying to piece in the line feature they were currently receiving for zoning changes. Mindy stated that they would continue to work with the city to edit & update their zoning data in the GIS database and on IMS for now, so long as it doesn't become too time consuming.
- **Re-addressing notification**: Darrell asked Nate if there was any way he could get the notifications for re-addressing sooner than the 6 day window we have in place now, because he has been have trouble updating the phone database records. Darrell stated he has seen up to 17 days from the phone company to update the records. Nate said his concern was in regard to the appeal window, and that he could send the notifications early, but if a road name was appealed on the last day, it might not go through. That would then present a problem if Darrell has already made the address change request to the phone company. Darrell said under those circumstances, never mind. Nate said they should think on it.
- **City of Kalispell paper trail**: Tom said they are trying to get rid of some of the paper files and asked if GIS keeps copies of correspondence from them. Nate said he keeps hard copies in a folder for each of the 3 cities for the past 3 years since the 2013 agreement came into place. Tom said that is great and that they utilize the county for all of their address needs.
- **Scheduled meeting time**: Mindy pointed out there had been a mistake on this month's meeting schedule, and it was decided to revert back to previous schedule for the 1st Thursday of every 6 months at 10 am.
- **Next Meeting: Thursday, September 7th, 2017 at 10 am**